

Craft Exhibitor Guidelines/Application

Non-Profit 501(c)(3) Organizations (Must provide documentation of Non-Profit status)

National Dropout Prevention Conference
Friday, September 14—Sunday, September 16, 2007
Hyatt Regency Phoenix

Sum It Up!
Personalization + Academics + Leadership = Success

We welcome your participation as an Artist Vendor in the 2007 National Dropout Prevention Conference. Please read these guidelines carefully. Please FAX this application and P.O or check to Sandra Skelton, 602 542-3100 by August 31, 2007.

Days/Dates Friday, September 14, 2007 – Saturday, September 15, 2007

Place Hyatt Regency Phoenix, 122 North 2nd Street, Phoenix, AZ 85004

Cost _____ \$350.00 (One Person + 1 assistant) *Children will not be allowed at vendor tables

Times Friday, September 14 7:00AM Registration; 8:00AM to 5:00 PM Conference (plus Reception)
Saturday, September 15 7:00AM Registration; 8:00AM to 4:50 PM Conference

Vendor Company _____

Mailing Address _____

Primary Name _____

Primary Email _____ Phone Number _____

Type of Merchandise/Program you are reserving a table for: _____

1. This is a non-partisan/competitive/first-come, first-served process. The registration fee of \$350.00 is **due and payable by August 31, 2007**. If not received in our office by that date, the space reserved will be allocated to another exhibitor. The \$350 (for 1 person + assistant) entitles you to the continental breakfast and Friday night reception only.
2. **Only one table** may be allocated per Artist/Vendor. **Only registered Artists with name badges are allowed in the Exhibit Hall—No Exceptions!**
3. **Space location: 2nd floor Atrium** (Friday night reception will be in this area, and morning & afternoon breaks)
4. **Exhibit times: Friday 8:00 a.m.-5:00; Saturday 8:00 a.m.—5:00 p.m.**
Friday 5:00 p.m. to 7:00 p.m.: Sum It Up! Reception will be held in the Exhibit Hall Area!
5. **Set-up times: 7:00 a.m.-9:00 a.m. on Friday & Saturday September 14-15.**
6. **Breakdown** will be after 4:30 p.m. on Saturday, September 15. **Please note that no overnight security will be provided; you will need to make separate arrangements through the Hyatt Regency Phoenix.**
7. The Arizona Department of Education (ADE) will plan the table layout with the hotel.
8. ADE will be responsible for coordinating: space, a skirted 6' table, chair and wastebasket for each registered exhibitor.
9. Artists will be responsible for: Internet connectivity and all other AV needs. Please contact the Hyatt AV Technician, Mike Pico at 602 252-1234, ext. 3119 or mpico@swankav.com for AV information. Exhibitors must coordinate shipment of boxes with the Hotel (\$7 per box) by calling 602-252-1234.
10. Artists must NOT use a large (*wide/towering) display, extra boxes, extra chairs or anything else that will: impede the flow of foot-traffic, violate fire regulations or be unsightly. *Wide/towering is defined as over 6' tall and 6' wide.
11. Artists must ensure that there is no mess, trash; vendors need to keep their table area clean at all times (except drinks, dishes, etc.)

Contact Sandra Skelton at ADE with any questions at 602.542-4130 or Sandra.Skelton@azed.gov. FAX 602 542-3100

Sponsored by the Arizona Department of Education

Tom Horne

Superintendent of Public Instruction

This conference is sponsored by the Arizona Department of Education and is not affiliated with the National Dropout Prevention Center/Network